

RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE: INTERMEDIATE OFFICE CLERK

DEPARTMENT: STUDENT SERVICES

REPORT TO: DIRECTOR OF TRANSPORTATION

DEFINITION:

Employees in this classification receive limited supervision within a framework of standard policies and procedures. There is a wide variety of responsible clerical support duties and requires a knowledge of standard procedures, precedents and requirements associated with the operation of an assigned office/program. This job class exercises responsibility for the accurate compiling and preparation of accounting, information, data and related reports.

EXAMPLE OF DUTIES:

Performs a wide variety of clerical duties. Essential duties and responsibilities include the following:

- Processes invoices for payment.
- Maintains accurate records and accounts.
- Prepares input data for a computerized record management, storage and retrieval system.
- Complies required school related reports.
- Answers telephone, takes messages, refers caller.
- Receives, sorts and distributes incoming and outgoing mail.
- Maintains an inventory database.
- Collects, verifies, sorts, tabulates and files a variety of data and information.
- Operates a variety of office equipment and machines.
- Performs a variety of clerical support duties
- Maintains confidentiality.
- Balance daily worksheets.
- High level of responsibility for accuracy and consistency.
- Works with students.
- Performs other related duties as required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

KNOWLEDGE OF:

- Proper English usage, spelling, grammar, punctuation and vocabulary.

- Proper office methods, procedures and practices including computerized database and manual filing systems and telephone techniques.
- Basic inventory methods and procedures.
- Basic mathematical principles.
- High School records and reports.

ABILITY TO:

- Communicate effectively in oral and written form.
- Perform job assignments with numerous interruptions and works with minimal supervision.
- Work with students.
- Maintain confidentiality.
- Ability to establish and maintain accurate files and records.
- Operate standard office equipment/machines.
- May require the ability to have an accurate keyboarding rate of 40 WPM.
- Maintain accurate records and inventories and prepares routine reports.
- Accurately and rapidly check and verify data.
- Identify errors in data and make or suggest necessary corrections.
- Plan, organize and prioritize work in order to meet schedules and deadlines.
- Establish and maintain effective working relationships with others.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Required vision (which may be corrected) to read small print.
- Required mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work that is primarily sedentary.
- May be required to attend meetings and/or to travel within and out of District boundaries to attend meetings.
- May be required to work at a computer terminal for prolonged periods.
- Employee must frequently lift and/or move up to 15 pounds and occasionally lift and /or move up to 30 pounds.

ENVIRONMENT:

- Indoor environment/temperature – normal climate.
- Continuous interaction with students, public and staff.
- Noise level in the work environment is usually moderate.

EXPERIENCE AND EDUCATION:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

EXPERIENCE:

One year of responsible secretarial experience; preferably in an educational organization.

EDUCATION:

Equivalent to completion of high school, supplemented by coursework or training in secretarial and clerical areas.

LICENSE REQUIREMENTS:

- May require keyboarding certificate (40 WPM) depending on assignment.